



**The University of Michigan**

# **MEDICAL SCIENTIST TRAINING PROGRAM**

**General Information**

**and**

**Guidelines**

**A Handbook for Fellows**

**[https://www.medicine.umich.edu/medschool/education/md-phd-program/current\\_students/](https://www.medicine.umich.edu/medschool/education/md-phd-program/current_students/)**

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# MEDICAL SCIENTIST TRAINING PROGRAM

## General Information and Guidelines for Fellows

### 1. *MSTP Office*

The MSTP Office exists in large measure to assist fellows in accomplishing their dual degree programs as efficiently and painlessly as possible. If you have questions, need assistance to solve a problem, or just want to talk, please feel free to stop by and see Justine Hein, Assistant Director (heinjm@umich.edu), Hilkka Ketola, financial matters (hketola@umich.edu) or Laurie Koivupalo, Program Secretary, (lkoivupl@umich.edu). The office is open from 8:00 a.m. to 5:00 p.m. on Monday through Friday. If you are going to be out of town, change your address or telephone number the MSTP Office (764-6176 or mstp@umich.edu) would like to be informed.

### 2. *Communication*

Our primary method of communication is e-mail. **Please check your UM e-mail messages daily. It is important that you respond in a timely manner (usually within 24 hours) to inquires and invitations.**

### 3. *Academic Advising*

Final approval of courses of study and other curricular matters rests with the Program Director with advice from the Operating Committee. Counseling for the graduate portion of the dual curriculum is provided by the fellow's graduate program chair and the dissertation research mentor. Until the time a fellow is enrolled in a doctoral program, counseling is carried out in the MSTP Office. Since the University, including the Medical School and the Graduate School, has given the MSTP certain flexibility, the way in which the medical curriculum and the graduate curriculum are integrated can vary with the individual student. It is important, therefore, for fellows to keep the MSTP Office informed of their developing interests or plans.

Medical School House Counselors (Tu'Rone Elliott (tmelliot@umich.edu), Eric Middleton (emiddle@umich.edu), Dawn Stupak (dawnms@umich.edu) and Amy Tschirhart (awtsch@umich.edu)) and are available to assist medical students with personal and academic counseling needs throughout all years of the program.

### 4. *I.D. Cards and Computer Access*

Incoming medical students receive a photo ID during medical student orientation. Upon admission students were sent information on how to set up U-M computer account and before you return to the M3 year you will receive training in the Hospital Information Systems.

## 5. *Course of Study*

- MSTP fellows matriculating in 2016 have a 12 month M1 year, followed by a 6 week research rotation in a lab of your choice. They will then undertake Phase 1 of their M2 year, as well as 6-7 M2 Phase 2 clinical periods, followed by study time and taking USMLE Step 1. Step 1 is followed by one or two research rotations. They will then engage in full-time graduate work and will finally return to medical school to complete M2 Phase 2 clinical rotations followed by the M3 and M4 “Branches.” [See “ [Schematic plans for MSTP 2016 matriculants](#)”] .
- *NOTE: Due to the transition to the new curriculum in the next couple of years the specific schedule differs for other matriculating years and is not presented here.*

During the period devoted to graduate work, the course of study is determined by the fellow in consultation with the doctoral program advisor. It includes completing departmental preliminary examinations and meeting the requirements for candidacy, which usually are modified for MSTP fellows. The MSTP also provides clinical opportunities for research phase fellows who desire such activities. However, it is important that the amount of time spent not interfere with research progress. In general, medical school courses are taken in sequence. However, MSTP fellows who return to the clinical phase later than period 1 may be able to swap 1-2 months of M4 rotations with certain required M3 (M2 Phase 2 in the new curriculum) rotations. There is some reduction in the length of the clinical clerkships for MSTP fellows. Other curricular patterns are possible and may be considered with the Program Director. Additional details are provided later in this Handbook.

## 6. *Biological Chemistry Requirement*

Passing an approved course in Biological Chemistry is a requirement for admission to the Medical School. In addition, MSTP M1 fellows take Biochem 552 (3 credits) in the fall term of the first year (W 3:00 – 4:00 p.m.). Fellows may be excused from this course if they have taken an equivalent graduate level biochemistry course or if biochemistry is not relevant to their graduate education. This should be discussed with the Program Director.

**TO REGISTER for Biochem 552:  
(No later than September 4)**

Sign on to Wolverine Access at: <http://wolverineaccess.umich.edu/>

Term = Fall 2018  
School or College = Rackham Graduate School  
Class # = 20879 (section 1)  
Credits = 3

## 7. *Medical School Registration*

Registration in the Medical School is handled through the Office of Medical Student Education. Cindy Murphy (cindyam@umich.edu) is the registrar.

## 8. *Medical and Graduate School Grading Systems*

- The Medical School uses the following grading system: Satisfactory (S), Fail (F), or Incomplete (I) for M1 and M2 Phase I. Honors (H), High Pass (HP), Pass, (P) Fail (F), and Incomplete (I) for clinical rotations. However, MSTP students returning to the clinical phase in 2017 can take up to the first 4 periods of clinical rotations S/F instead of graded. A passing grade must be achieved in all courses. Questions should be addressed to the Office of Medical Student Education and the MSTP Office. (See Policies and Procedures for Medical Student Evaluation <http://medstudents.medicine.umich.edu/student-support/policies-procedures>, Advancement and Graduation, <http://medstudents.medicine.umich.edu/student-life/commencement>)
- The Graduate School uses the A-E letter grade system. The letter grades are converted to a numerical scale from 0 (E) to 4.3 (A+), with a maximum term and cumulative GPA of 4.0. An average of 3.00 (B), both cumulative and in the degree program, are required for good standing in the Graduate School. (See the Horace H. Rackham School of Graduate Studies website.) <http://www.rackham.umich.edu/>

## 9. *Graduate School Enrollment*

During their graduate school phase, students **MUST ENROLL** every Fall and Winter term until they defend (this is called “continuous enrollment”). If a student is defending their thesis in the Spring/Summer term they will also need to enroll for that term. <http://www.rackham.umich.edu/policies/registration>

## 10. *Research Rotations*

In late fall of the M1 year, the Director (with input from the fellow) assigns each fellow a Research Rotation Advisory Committee. The RRAC consists of three faculty from the Operating Committee, one of which is either the Director or one of the Associate Directors. Each fellow meets with his/her RRAC, typically in December, to create a list of potential rotation mentors for the following summer. The MSTP provides on its website a Mentor List (<https://medicine.umich.edu/medschool/education/md-phd-program/faculty-departments>) with descriptions of faculty research. All research rotations must be approved in advance by the MSTP Director or the RRAC. Fellows matriculating in 2017 undertake one research rotation after the M1 year and one or two rotations after they take USMLE Step 1. Rotation decisions should be solidified by the end of January for the subsequent spring/summer.

## 11. *Selecting a Doctoral Field and the Thesis Research Mentor*

MSTP fellows must select a doctoral program prior to the start of the precandidate year. We encourage you to make this selection early in the M2 year if you are reasonably certain of the choice, because graduate programs like to have a ballpark estimate of the number of entering students, and because this will facilitate your being put on email lists for seminar announcements,

etc. Should your interests change, don't worry. Changing your doctoral program selection prior to the start of the precandidate year is simple to do and is not a problem.

MSTP fellows should meet with the Graduate Program Advisors of the specific Ph.D. Departments/Programs they are considering to learn about the Departments/Programs, including the course requirements for MSTP fellows. Course requirements generally are reduced relative to those required of Ph.D. students. Many of the PhD Departments/Programs have posted "typical" MSTP course requirements, as follows:

Biological Chemistry <http://medicine.umich.edu/dept/biochem/phd-program> (See Student Handbook)

Cancer Biology <http://cancerbio.medicine.umich.edu/sites/default/files/2017-18%20CancBioHandbook%20%28za%29.pdf>

Cell and Developmental Biology <https://medicine.umich.edu/dept/cdb/training/graduate-program-student-handbook> (section V)

Cellular and Molecular Biology <http://cmb.medicine.umich.edu/curriculum/basic-coursework>

Human Genetics

<https://drive.google.com/file/d/0B3MMZiY85RUudFhTbzBnUUFHS1k/view> (Section F5)

Immunology <http://immunology.medicine.umich.edu/sites/default/files/2016-17ImmunoStudentFacultyHandbook.pdf> (Page 7)

Microbiology & Immunology <https://medicine.umich.edu/dept/microbiology-immunology/resources> (pages 4-6)

Molecular and Cellular Pathology

<https://www.pathology.med.umich.edu/phd-program/curriculum>

Molecular and Integrative Physiology <https://medicine.umich.edu/dept/molecular-integrative-physiology/education/phd-program/curriculum/curriculum-guide>

The Bioinformatics PhD program does not have official MSTP course requirements, but Dr. Santiago Schnell kindly put together the following, which unofficially describes a typical plan: For the MSTP student, the Bioinformatics Program requires a minimum of five courses in three core areas:

<http://medicine.umich.edu/medschool/assets/education/mstp-bioinformatics-information>

Fellows may find the PIBS Curriculum Guide

(<https://medicine.umich.edu/medschool/education/phd-programs/about-pibs/pibs-curriculum>)

helpful in describing course requirements for standard PhD students.

Please consult the MSTP Office for PhD Department/Program approval and to initiate the appropriate paper work for the graduate school academic record. Under justifiable circumstances, fellows may switch from one doctoral program to another at a later date.

Please note that acceptance into the MSTP allows you to enter any Medical School doctoral program, but does not guarantee admission into doctoral programs outside the Medical School, e.g. in the Schools of Public Health and Engineering. Special permission needed if an MSTP fellow already accepted into a non-Medical School doctoral program wanted to switch into another.

Fellows will select one of their rotation mentors to be their thesis mentor. Of course the mentor must be willing to accept the fellow, and must have the space, money, and time required to be your mentor. The selection of thesis mentor should be discussed with the MSTP Director prior to making a commitment.

A document entitled "General Information and Responsibilities for Dissertation Mentors and MSTP Fellows" (<https://medicine.umich.edu/medschool/education/md-phd-program/current-students/guide-mentors-students>) can be found in the Current Students section of the MSTP website. Students can find a list of recent faculty rotations/thesis mentors and their MSTP students on our website or by clicking here. Recent faculty mentors and their MSTP students [https://medicine.umich.edu/medschool/sites/medicine.umich.edu/medschool/files/Rotations\\_1.pdf](https://medicine.umich.edu/medschool/sites/medicine.umich.edu/medschool/files/Rotations_1.pdf)

### *12. Graduate School Residency Requirement*

To meet the residency requirement of the Graduate School, MSTP fellows must complete at least 18 graduate credit hours, excluding 990 and 995 elections, on the Ann Arbor campus. These do not need to be concentrated in any minimum number of terms, but are usually undertaken in the fall and winter terms of the precandidate year. The student must make sure that they have the minimum number of Rackham credits. If more credits are needed most programs will allow the student to take a graded independent research course in lieu of 990 or 995 (often numbered 599 but it depends on the program; check with your program).

### *13. Research Responsibility and Ethics Requirements*

The Program in Biomedical Sciences coordinates a series of meetings in which a group of 8-10 faculty explore issues in research responsibility and scientific ethics. The course (PIBS 503) <https://medicine.umich.edu/medschool/education/phd-programs/about-pibs/pibs-curriculum/research-responsibility-ethics> consists of lecture podcasts plus small group discussions. All MSTP fellows must elect this course in the PRECANDIDATE year (unless the student is in a non-biomedical science PhD program that offers its own ethics course).

### *14. Research Phase: External Funding Sources*

The MSTP maintains a list of possible funding sources for research phase fellows. This list can be found in the Current Students section of the MSTP website, <http://medicine.umich.edu/medschool/education/mdphd-program/our-current-students/funding-sources>. We strongly encourage students to apply for independent funding, especially for NIH F30 Fellowships, toward the end of the precandidate year or during the first year of candidacy. The website also contains important information regarding the F30 instructions. **Rackham will provide shortfall funding for F30 Fellowships.** More information is available here: <http://medicine.umich.edu/medschool/assets/education/mstp-rackham-funding-student-handbook>

### *15. Advancement to Candidacy*

Qualifying or preliminary examinations are necessary for advancement to candidacy. For most MSTPs they should be passed generally after one full year of graduate study, typically after 3 years

in the program. Fellows should develop plans early with their departmental advisor to meet this requirement.

#### *16. Precandidate Year to Candidacy Transition:*

##### **Dissertation Committee and Progress Reports**

- Once fellows have passed prelims, they must form their thesis dissertation committee. Once the committee is formed fellows should submit the names of the proposed committee members along with a one page abstract of the proposed research to the MSTP office for MSTP Operating Committee approval. (Please note this is in addition to approval from your PhD department/program.) Fellows are required to have their first dissertation committee meeting within 6 months of passing prelims. Subsequent meetings are to be held every 6 months (and no longer than 9 months) until the defense. Mentors must submit a copy of the progress report to the MSTP office after each meeting. (You may use whatever progress report form your department requires.)

##### **Funding and Insurance Issues (Information Pertinent to Fellows Leaving Precandidate Year/Going Into First Candidate Year)**

Fellows at this point in their research years will normally be ending their MSTP funding and will be funded through their mentors' labs. There are several things fellows should be aware of:

- 1) Funding will shift to the mentor. Although the amount of the stipend will not change, fellows who are changing funding mechanisms (i.e., training grant to GSRA or GSI) may notice that taxes will begin to be withheld from stipend payments and the day of the month when stipends are paid may change.
- 2) During this time of transition, fellows should be vigilant for any changes, problems or charges relating to their student accounts, Gradcare or their email accounts. The MSTP Office can help with any of these issues.
- 3) Each spring the MSTP will hold a meeting for fellows transitioning to candidacy to go over these issues in more detail.

#### *17. Research Phase to M3 Transition (Note: Due to the transition to the new curriculum, this section only applies to the students defending their PhDs in 2017)*

The thesis must be defended and post-defense corrections made prior to starting the M3 year. The following information about this transition back to Medical School may be helpful.

- The regular starting date for M-3 clerkships is at the end of February 2017 (but will differ for subsequent years). However, MSTP fellows often do not start at this time, usually due to the timing of their Ph.D. thesis defense. MSTP fellows may start the M3 year any month between February and August 2017 (Periods 1 through 9). However, earlier starts may be easier. Planning for clerkships for MSTP fellows typically will begin in November-

December prior to the calendar year of reentry. It is important that this be done well in advance of the tentative starting time so that the Associate Dean for Medical Student Education may be notified of your plans, your name may be added to any lists to receive pertinent information, and the clinical refresher course may be arranged. The director holds a meeting generally in November with all returning fellows to discuss these issues.

**Once the fellow decides in which period he/she will return to Medical School, it is important to let the MSTP Office and the Medical School Clinical Rotation Scheduler, Gretchen Aland (gretchea@umich.edu) know his/her plans. Since plans often change, the fellow must make sure to keep both the MSTP and the Clinical Rotation Scheduler apprised of any change of plans AT LEAST 60 DAYS prior to the start of the originally planned first rotation.**

18. *M4 Year* – **PLEASE READ THESE POLICIES CAREFULLY.**  
(*Note: The new curriculum will replace the M4 year starting in 2019.*)

1. MSTP students who start the M3 year after period 1 may defer 1, or possibly 2, of the following M3 clerkships to the early part of their M4 year in order to undertake one or two M4 “career” electives or one M4 “career” elective and one M4 subI (not ICU) early enough to assist in residency planning:  
Family Medicine  
Neurology  
OB/Gyn  
Psychiatry  
Students do need to be aware that if they defer OB/Gyn or Psychiatry, they would have a 2 week gap in their schedule. There may be some limitations of choices based on class census in the deferred clerkships.

However, MSTP students must complete the following M3 rotations prior to taking any M4 rotations:

M3 Internal Medicine  
M3 Surgery  
M3 Pediatrics

The timing of Internal Medicine, Surgery and Pediatrics permits deferral of M3 clerkships only in some tracks. The deferred rotation(s) must be completed no later than period 6 of the M4 year. The reason for this is the entire M3 curriculum must be completed prior to taking Step 2. Period 7 (November) is the end of the timeframe to take Step 2 CS & CK, since the Med School deadline for Step 2 is December 1 (unless the student petitions for an extension).

2. MSTP students are required by the Medical School to complete the following M4 rotations:  
1 month Sub I  
1 month Sub I/ICU  
2 months clinical electives  
1 month Emergency Medicine

3. After M4 requirements are fulfilled, until graduation, MSTP fellows have the following options 1) taking up to an additional 6 months of clinical rotations during which stipends will continue to be paid 2) continue doing research in a lab until graduation (stipends will not be paid by the MSTP in this case but the student would work out a salary with the mentor 3) anything else of the fellow's choosing (stipends will not be paid by the MSTP in this case). The MSTP will continue to pay Gradcare health insurance through June 30<sup>th</sup> following graduation.
4. Interviews are scheduled during periods 6, 7, 8 and 9. Interviews may not be scheduled at any other time in the M4 year. Students are advised to schedule at least two interview months and should place these months in their schedule to best accommodate their potential interviews. Students may need to rearrange their interview months once they have a better idea of when their interviews will actually take place. If students wish to schedule less than two interview months they must discuss their rationale with their medical school counselor and with the MSTP. Students may then schedule rotations during other months set aside for interviewing once the Med School Clinical Scheduler has been notified that this has been approved. **STUDENTS CANNOT TAKE TIME OFF TO INTERVIEW DURING A ROTATION.** However, if a student who is on a rotation receives a last minute invitation to interview at a choice program they should contact their counselor and clerkship director and make appropriate arrangements with their attending and team, if necessary. Other exceptions to the above policy in cases of unusual hardship would need to be addressed on a case by case basis.
5. Students will be paid for up to two interview months. **The student MUST report to the MSTP Office which months he/she has interviews and the residency programs at which he/she is interviewing.**
6. Students will be paid for one vacation month in the M4 year. The student may use his/her vacation month as a third month for interviewing, or may take the vacation month at any other time during the M4 year.
7. MSTP students are exempt from the Advanced Medical Therapeutics requirement. However, if you wish, you can sign up for AMT.

**You will only be paid for an AMT month if you take it as one of your three interview/vacation months.** Students can elect to take AMT as a 4<sup>th</sup> interview/vacation month, **but without pay.**

PLEASE NOTE: This may be DIFFERENT from what you are told during the "intro to M4" presentation. In Dr. Grum's intro to M4 talk, medical students are explicitly told to take AMT, two interview months, and one vacation month, for a total of four months "OFF", because interviewing WILL take three months (whether that's periods 6,7, and 8, or periods 7, 8, and 9). THIS DOES NOT APPLY TO MSTP STUDENTS.

8. MSTP students will receive a stipend through the last day of their final M4 rotation if that date falls within the first half of the calendar month. If the last rotation ends in the last half of the month, the student will be paid through the end of that month. If the MSTP M4 year ends in period 12 the student will be paid through the end of April.

9. MSTP students cannot be paid by the MSTP and also by any other source at the same time. If the student is returning to the lab, he/she must let the MSTP Office know the date of return to the lab.

## 19. *Transition to Postgraduate Training/Residency*

The MSTP publishes in the Faculty and Departments section of our website a listing of MD/PhDs on the Michigan faculty who have volunteered to be a career resource for fellows:

*Career Advisory Panel*      <https://medicine.umich.edu/medschool/education/mdphd-program/curriculum/mentoring-advising>

In addition to the MSTP Career Advisory Panel, the Medical School provides some resources for students considering various specialties:

<https://medicine.umich.edu/medschool/education/md-program/residency-career-development>

All medical students (including MSTP) select a clinical advisor in their M3 year as a source of residency program guidance. UM residency program directors and department chairs also may be sources of information regarding programs throughout the U.S. The (usually) Wednesday lunches with different specialists offered in the M1 and M2 years also may be useful sources of information.

[http://www.med.umich.edu/medstudents/student\\_services/career\\_dev/seminars/index.html](http://www.med.umich.edu/medstudents/student_services/career_dev/seminars/index.html)

Some of you may be interested in research residencies. There is no official repository of information regarding research residencies. However, the American Physician Scientists Association maintains an unofficial list at:

<http://www.physicianscientists.org/search/custom.asp?id=776>

Additional information for Internal Medicine is found at:

<http://www.abim.org/certification/default.aspx>

and for Pediatrics at:

<https://www.abp.org/content/program-directors-listing>

## 20. *Dean's Letters*

One of the Associate Dean will write a “Dean’s letter” recommendation for each M4 for their residency applications. The Dean’s letter is not confidential and you should read it to make sure there are no errors. The MSTP Director will write an addendum to the Dean’s Letter, which is confidential like any other recommendation letter. In this addendum the Director will describe the MSTP generically to make sure the reader knows that you split your MD education, and he will talk about you as an individual. Most MSTPs have one of their letters written by their PhD mentor, but this is optional. The others should be from clinical faculty.

## 21. *Simultaneous Awarding of Dual Degrees*

For MSTP fellows, the M.D. and Ph.D. degrees are awarded after the work for both degrees is completed. Medical School degrees are awarded in May of each year. Graduate school degrees are awarded at the end of each term, December, May and August, but commencement ceremonies are held only following the fall and winter terms. Fellows are expected to check with the Rackham Dissertation Office for the official time schedule and deadlines for thesis defense and to plan their programs accordingly. Fellows may take advantage of the grace periods. In February, prior to the Medical School commencement, an official memorandum must go from the MSTP Office to the Rackham Office of Academic Records stating that the student has satisfactorily completed all requirements for the M.D. degree.

## 22. *United States Medical Licensure Examination Step 1 and Step 2 (Clinical Knowledge and Clinical Skills)*

The Medical School requires students to obtain a satisfactory score on both Steps 1 and 2 of the USMLE tests. After completion of 2 or 3 M2 Phase 2 periods, you are allowed 6 weeks to study for USMLE Step 1. Please schedule your taking of the exam to fit this schedule. You also are allowed 2 weeks of vacation. Although you could use your vacation time to increase your Step 1 study time, this should not be necessary. MSTP fellows generally perform extremely well on this exam. Research rotations are undertaken after Step 1.

## 23. *Rackham Graduate School Policies*

The Rackham website provides useful information:

<http://www.rackham.umich.edu>

Graduate students are responsible for knowing the Rackham Graduate School policies which relate to their conduct, degree requirements, graduate record, etc.

[http://www.rackham.umich.edu/policies/academic\\_policies/section5/](http://www.rackham.umich.edu/policies/academic_policies/section5/)

Fellows will also find the Rackham Dissertation Handbook helpful.

<http://www.rackham.umich.edu/downloads/oard-dissertation-handbook.pdf>

## 24. *Medical School Policies and Procedures*

Information about Medical School Policies and Procedures can be accessed at

[\(http://www.med.umich.edu/medstudents/\)](http://www.med.umich.edu/medstudents/);

Medical students are responsible for knowing the information on this website.

It is designed as a comprehensive reference on a wide range of topics from course and clerkship scheduling to student organizations to the procedure for responding to a call to jury duty, for example. It also has a link to the Clinical Years Handbook.

## 25. *The Fellowship Award and the Stipend Level*

Fellowship support is renewed each year so long as the fellow remains in good academic standing with the medical school and the graduate doctoral program. It is possible that the source of support may differ from one year to another for the individual student. The stipend level is \$30,504 for the 2017-18 academic year for all MSTP fellows.

Payment to you of your monthly stipend and payment to the University for your tuition are authorized through M-Pathways. In the research years you might be appointed as a Graduate Student Research Assistant (GSRA) or Graduate Student Instructor (GSI), or on another fellowship or training grant.

## 26. *Monthly Stipend Check*

Your monthly stipend check will be deposited directly to your bank account. Contact the MSTP Office to make the arrangements. The dates of issue of stipend checks will vary depending on your source of support, but will be issued no later than the last business day of the month.

## 27. *Taxability of NRSA Stipends*

Fellowships which exceed tuition and course-related expenses are subject to taxation. It is important for MSTP fellows to retain for their long-term records copies of all documents pertaining to their fellowship appointments. **Since the University does not withhold taxes from fellowship or scholarship payments nor does it report your earnings to the IRS** you will want to estimate your tax liability well in advance of the April 15 annual filing and payment deadline. To avoid any penalty, you will need to file quarterly estimated taxes. The publications and forms you need can be obtained from the IRS website:

<http://www.irs.gov/formspubs/index.html>. Forms for Michigan taxes are available at: <http://www.michigan.gov/treasury>. The federal publication that explains estimated taxes is number 505. The form you need are number 1040-ES. Another helpful IRS publication is number 970: Tax Benefits for Education.

The U of M Payroll Office also has some helpful information on its website about reporting scholarships and fellowships to the IRS and how to figure your federal and state taxes. The URL is: <http://www.umich.edu/~payroll/>.

Federal tax information is available by calling 800-829-1040. State of Michigan Tax questions may be answered by calling 800-827-4000.

## 28. *NIH Funding Trainee Appointment Forms and Trainee Termination Notice Forms*

All students must have an NIH commons user ID. The MSTP office will inform students about this process. Trainee Appointment forms and Termination Notices are done on-line through X-Train. When you receive an email letting you know that your Appointment or Termination notice is ready to be submitted, please follow the directions. **It is important that you respond promptly.**

### 29. Tuition Payment, Billing Procedures, and Registration

Tuition and mandatory fees are paid on behalf of MSTP fellows who are appointed to the MSTP training grant, other training grants, or some of the other sources that are designated for scholarship aid. If fellows owe a library fine or are otherwise indebted to the University (for rent, for example, if a student is living in University-owned housing or ITD charges), they cannot be registered. The University imposes a "negative service indicator" until the account is cleared.

### 30. Travel Funds and Expense Forms

A limited amount of money is available to support the travel of fellows who wish to participate in a professional or scientific meeting. **We are not able to support travel unless the fellow has an oral or poster presentation.**

Fellows seeking this additional support should submit a funding application request <https://medicine.umich.edu/medschool/education/md-phd-program/current-students/guide-mentors-students> (in the Travel Support section) and a memorandum or letter to the MSTP Program Director (Dr. Koenig) outlining the purpose and dates of the travel; the estimated expenses (transportation, room, board, and registration fees) for which reimbursement is sought; and an itemization of other sources of support, i.e. Rackham Travel Grant, which will fund \$800-\$1,300 per year. An on-line Rackham travel grant application must be completed.) More information can be found on the Rackham website:

[http://www.rackham.umich.edu/funding/from\\_rackham/student\\_application/rackham\\_conferece\\_travel\\_grant/](http://www.rackham.umich.edu/funding/from_rackham/student_application/rackham_conferece_travel_grant/)

Assuming funds are available, the MSTP typically will support 50% of the costs of attendance at scientific meetings after subtracting other sources of support. For example, suppose your total costs are \$1000, you receive a \$200 travel award from the meeting organization and \$250 from Rackham. The MSTP will cover 50% of  $\$1000 - \$200 - \$250 = \$275$ . The mentor would typically cover the remaining \$275.

Please note that according to the University policy you must submit your travel expenses **within 45 days or you will not be reimbursed.** All receipts must be submitted to Hilikka Ketola

### 31. Health Care Insurance

All medical students must have health insurance. The MSTP fellowship covers GradCare and Dental Coverage "Option 1", (including family coverage). In the candidacy years you are covered by your mentor/department for your Gradcare and Dental. Fellows will receive an e-mail from the Benefits Office when they need to go on-line to sign up for benefits. You can pay extra for Vision and Dental 2 during open enrollment.

### 32. Health Service

The University Health Service (UHS), 207 Fletcher Street, 764-8320, <http://www.uhs.umich.edu>, is a primary health care facility offering a full range of outpatient services to presently enrolled U-M Ann Arbor Campus students. UHS also offers a full range of specialty clinics including dermatology, neurology, gynecology, ophthalmology, orthopedics and sports medicine. To be seen in one of these clinics, patients must be referred by a clinician in the UHS medical clinic. UHS

also offers a full service laboratory, an X-ray department, a physical therapy department, and a pharmacy. Fellows may choose UHS as their primary care provider or are free to choose another PCP affiliated with GradCare.

### 33. *CV and Publication File*

The MSTP Office maintains a file for each fellow which contains a current Curriculum Vitae, reprints of publications, publicity articles, notification of awards or honors, and other documents relating to the professional history and development of the student. This file becomes very useful to both faculty and fellows as program completion becomes a reality and an "MSTP afterlife" becomes a possibility! Therefore, fellows should take responsibility to help keep this file up to date by preparing a CV, submitting reprints, and periodically checking the file's completeness and accuracy. Submit to Laurie Koivupalo at [lkoivupl@umich.edu](mailto:lkoivupl@umich.edu)

### 34. *Individual Development Plan (IDP)*

Each fellow is required to complete an IDP when first joining the MSTP. You will be asked to update your IDP annually. The MSTP will maintain a copy of IDPs for all fellows in the program. We are doing IDPs for two reasons. 1.) It will lead you to think concretely about your short and long term goals, and the things you need to do to accomplish the. Your research mentor and Ron Koenig will be better informed and more able to provide whatever guidance, etc. that you need. 2.) The NIH is starting to mandate IDPs for all training grant-funded students. Submit to Laurie Koivupalo at [lkoivupl@umich.edu](mailto:lkoivupl@umich.edu)

### 35. *Vacations and Other Absences*

Participation in the MSTP, *without regard to the source of financial support*, is to be full-time; that is, 12 months a year. Participation includes regularly scheduled program events and registration in either the medical school or the graduate school, or both, for relevant course work, directed research, and dissertation research. Other relevant activity such as attendance at scientific meetings, detached study, or other off-campus course work may be taken only with the director's approval in consultation with your doctoral program director or research mentor. Other activity will be viewed as personal and may be undertaken subject to the following policy covering Vacations, Leaves, and Absences revised and approved by the MSTP Operating Committee, November, 1994:

**Vacations:** Fellows are entitled to the standard vacation periods of all students; *i.e.* University-designated holidays, winter and spring breaks. Additionally, subject to the discretion and explicit approval of the laboratory advisor or mentor, fellows may take up to two more weeks in the summer when they are supported by MSTP funds. During candidacy and full-time dissertation research, vacation time includes University-designated holidays and up to two weeks of additional time *only at the discretion of the mentor*. Any further vacation time should have the additional approval of the MSTP Director, which may be granted without financial support.

**Leaves:** All requests for Leaves of Absence must meet with the approval of the MSTP Director. *Unapproved absences may place further training grant support in jeopardy.*

### 36. *MSTP Scientific Retreat*

A scientific retreat is held annually for the MSTP fellows and faculty members at a site away from the Ann Arbor campus, usually the Friday through Sunday preceding the start of the M1 year. In 2018, the dates are August 10 – 12. This provides a forum in which fellows can present material from their research as it nears completion or as an intermediate status report. These presentations are very broadening for the junior students and give a perspective of the research in progress. For all fellows, the retreat provides an informal environment for scientific exchange and the development of collegiality which bridges the basic science, research, and clinical phases of the dual degree curriculum. EVERYONE is expected to attend; arrangements are made with the clinical departments to permit the participation of those fellows in clerkships.

### 37. *MSTP Seminars*

Special seminars for MSTP fellows are planned and arranged by the MSTP Program Activities Committee. They are offered on the second Tuesday of each month, September through April, except as these dates may conflict with examinations or for other various reasons. Notice of topic and place, etc. will be provided in advance. Fellows are expected to attend all MSTP seminars, but are permitted to miss two seminars per academic year. This requirement applies to everyone except M-3s and M-4s, who should attend when they are able. Attendance is documented by a sign-in sheet, and therefore there is no need to notify the MSTP office if you will be unable to attend a seminar.

#### Seminar Dates for 2018-19

Seminars are usually held at 5:00 p.m. The following events and dates are provided for planning purposes but may be subject to change; further information will be provided throughout the year:

Tuesday, September 11	TBA
Tuesday, October 9	TBA
Tuesday, November 13	TBA
Tuesday, December 11	TBA
Tuesday, February 12	TBA
Tuesday, March 12	TBA
Tuesday, April 9	TBA

### 38. *Citizenship*

The MSTP relies heavily on the involvement of its fellows. The Operating Committee has student representation, and the Program Activities Committee is student led. The success of our admissions process and of our programming is directly related to the enthusiasm and commitment of all fellows. Similarly, your graduate departments will call upon you to help with seminars, and recruitment. We thank you in advance for your active participation.

39. *MSTP Committees: Operating Committee (OC) and Program Activities Committee (PAC)*

The MSTP Operating Committee acts as the admission committee, reviews and advises on guidelines and general management decisions, assists with monitoring student progress, and serves an advisory function. It is composed of the Director, Associate Directors, faculty members representing the various Ph.D. programs, and four MSTP fellows. Student participation serves to bring the perspective of the students. Students are full voting members.

The Program Activities Committee is composed of 6-8 fellows. It meets monthly with the Director and Assistant Director to plan the monthly activities (seminars and social events). The members select the speakers and invite and introduce them. Additional fellows are co-opted to help with the social events and in particular with the planning of the MSTP Scientific Retreat.

Research phase fellows are eligible for either committee. Fellows are generally asked to serve on either committee for a two year period. You are welcome to let us know if you are interested in serving on these committees (however membership on the OC is limited to 3 or 4 fellows at a time.)